

CMS 1.97

Capacity Management System

—

Booking Modules



User Guide for Customers

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I. Introduction

This chapter describes the following:

- About CMS, its Purpose & Advantages, and an Overview of CMS menus
 - Hard & Software Requirements
 - Documentation & Application conventions
-

About CMS

CMS (Capacity Management System) has been developed to timely and efficiently manage bookings versus capacity. The system enables ACS (Air Capacity Sales) to create ACS allocations on scheduled flights, and to collect booking information entered by DHL staff, GSAs/customers (Available on <http://aviationcargo.dhl.com>), or through IATA messaging. The CMS allocation and booking process guided by ACS forecast availabilities, and the risk and opportunity reporting feature, greatly reduce the potential of under-allocation (and unexploited capacity), and the risk of over-booking.

CMS facilitates regional administrators to allocate capacity on high-profile routes for specific customers and/or commodities based on experience, recent ACS availability and forecasting information.

Booking requests that have a specific allocation and for which space exists (Auto Allocate), and bookings without a specific allocation that are below a defined weight and volume threshold (Auto Confirm), are automatically accepted. Bookings that cannot be automatically accepted are raised for manual review.

CMS includes a reply messaging facility to automatically or manually mail booking and capacity information to relevant users and customers.

Purpose & Advantages

The CMS allocation and booking processes reduce the time and administration workload, and enhance the efficiency of allocating capacity and booking of freight. CMS ensures that DHL facilities and personnel are used to their full potential, delivering increased customer satisfaction, reduced operation cost, a lowering of business risks, and increased sales revenue.

About this manual

This manual was specifically developed to guide GSA/customers who use the booking modules of CMS to enter and manage bookings.

Overview of CMS menus for customers and GSA users

Customer and GSA users have access to the following menus and screens of CMS:

- Home Menu (User Management & Log Out screens)
- Booking Menu (New Booking, Search Routes, and Search Bookings screen)
- Allocations Menu (Search Allocations, and Search Movements screens)

Hard & Software Requirements

CMS requires:

- A PC running any operating system.
- A DHL Intranet connection or a high bandwidth Internet connection.
- Internet Explorer 6 (or higher).
- A user name and password to have logon to CMS.
- A PDF reader application, such as Adobe Acrobat or Adobe Reader (optional).
- A printer (optional).

Documentation & Application conventions

Documentation conventions

Symbols and conventions

Symbols and conventions used in this manual include:

- Elements of the GUI (Graphical User Interface) such as the names of the screens, fields, and buttons are formatted in **bold** fonts and capitalized.
- A reference used to direct a reader elsewhere for additional information is written in *blue* font. A mouse click on such a title will re-direct the user to the additional information.

Note: Text on a grey background and introduced by **Note:** in bold font provides the user with important additional or summary information.



Text in a red border and preceded by a red warning hand gives important information the user must be aware of—e.g., warnings about commands that need to be executed, etc.

Terminology

Allocation: A virtual reservation of capacity on a flight for ACS bookings. Allocations can be made for a particular customer, commodity, or on a free basis. Allocations are made for a particular date range with possibly different volume and weight assignments for different days of the week. In CMS, Bookings can be made up to the allocation limit without the need for manual review.

- Booking:** In CMS, a booking is made with a MAWB for a particular shipment by a particular customer/commodity. The booking is automatically accepted if space exists on a dedicated allocation with a customer or commodity code, or if there is space available on a free allocation. If no allocations can be found, the booking has to be manually reviewed before it is accepted. Many bookings can be made to fill a single allocation and visa versa up to the allocated limit.
- ULD:** A ULD (Unit Loading Device) is a container that can be loaded with shipment material before being placed in a position on an aircraft. ULDs are generally aircraft, deck and position specific and their availability for loading into an aircraft when required is essential for the smooth operation of the DHL cargo network.

Application conventions

Defaults

Session Time-out

To avoid illegal access and unnecessary server connection, CMS shall automatically time-out when not used for 30 minutes. The user shall be returned to the login page when using the application again after it has timed out.

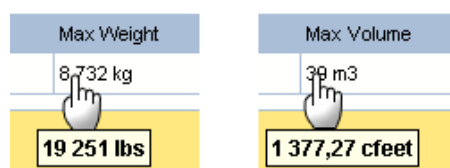
In progress indicator

CMS shall display a clockwise turning circle of dots in the bottom right corner of the screen while the system is executing a command, such as retrieving data, sorting information, etc.



Display of weight & volume measurement

CMS always display weight and volume in the unit (metric or imperial) set up at registration of the user. Hover over the value to display the weight in the other measurement unit.



Warning messages

CMS generates three kinds of warning messages:

1. **Confirmation message:** CMS will often generate a confirmation message (on a green background) when a command was successfully performed.

- user data succesfully saved

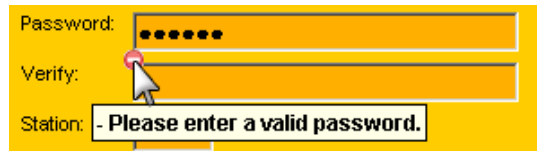
2. **Error message:** CMS generates an error message (on a red background) when a command was not successfully performed.

- Default account should be from the list of possible accounts

3. **Warning message:** CMS generates a warning message (on an orange background) when CMS automatically updates data to suit new conditions (as a result of new entries.)

- The requested adhoc rate has been removed because no adhoc rating is allowed for the current MAVB prefix/account combination!

4. **Error icon & error message:** When no or wrong information is entered, CMS shall display an  icon at the location of the error. Hover over the icon to get information about the error.



The screenshot shows a login form with three fields: 'Password:', 'Verify:', and 'Station:'. The 'Password:' field contains six dots. The 'Verify:' field is empty. The 'Station:' field contains the text '- Please enter a valid password.' A mouse cursor is hovering over a red error icon located between the 'Verify:' and 'Station:' fields.

Textboxes

CMS screens include three types of textboxes:

Mandatory textboxes (dark yellow color) that **MUST** be completed for a command to be executable.



The screenshot shows a mandatory textbox with the label 'Company :'. The text 'CNN' is entered into the box.

Optional textboxes (white color) that the user **MAY** complete to add additional information.

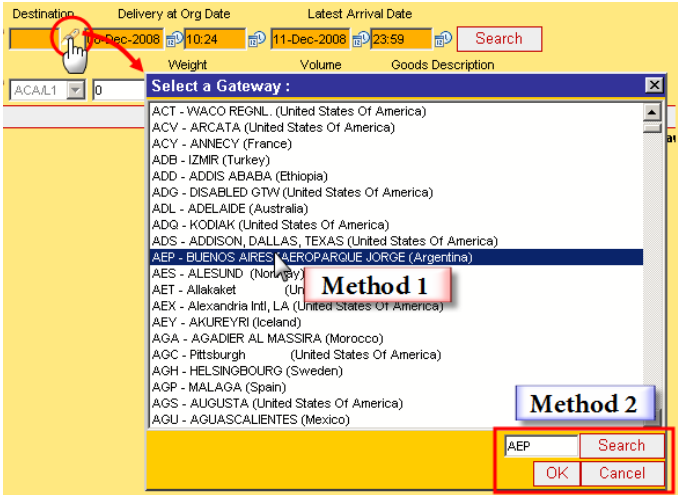


The screenshot shows an optional textbox with the label 'State:'. The box is empty.

Common Buttons & Icons

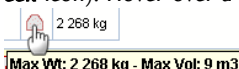
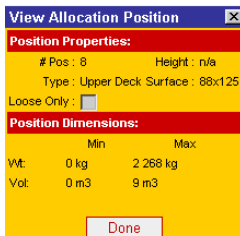
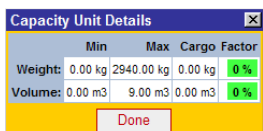
Buttons

Click a button to execute a command—e.g., call up a popup screen, start a search, save newly entered information, etc.

	Clear entries button: Click the Clear entries button to clear recent (not saved) entries and text fields
	Find & Enter Data button: Click to have the system search and enter available data.
	Flashlight button: Click the Flashlight button located next to a textbox, to call up a pop-up screen or dropdown list from which to select a desired entry for a textbox. - Click the required entry to enter it in the text field and close the popup dialogue box. - Enter a required code in the search text box and click the Search button. When CMS has found (an highlighted) the required entry, click the OK button to enter it in the text field and close the popup dialogue box. 
	List button: Click the List button located next to a textbox, to call up a list from which to select a desired entry for a textbox. Depending on the required data, the list box may also provide textboxes in which to create a new entry for the textbox.
 or 	Pencil button: Click the Pencil button in a row of a results list to call up a screen with editable text fields, drop down lists and/or buttons about the subject of the row.
 Save	Save buttons ( in screens,  in result lists): Click to store new data or configurations in the database, or update the database with the latest changes to stored data or configurations.
	Trash button: Click to remove an entry from the database.
	Verify button: Click to have the system verify that the entry is correct.
	Web button: Click to open the Track & Trace application in a new window.
See also, Table 2: Bookings Buttons & Icons .	

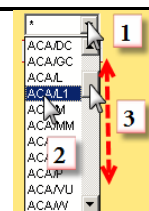
Icons

Icons are graphical presentations of certain information. Hover over an icon to see more details.

 	Deck icons ( Upper Deck icon,  Lower Deck icon): Hover over a Deck icon to view capacity details.  Click on a Deck icon to call up the View Allocation Position popup screen with more details o the position. Click the Done button to close the screen. 
 	Filtered List icon: Indicates that the items in the corresponding list are filtered—e.g., items that are a results of a particular search. Not Filtered List icon: Indicates that the items in the corresponding list are not filtered—e.g., items that are a results of a manual selection process.
	Bulk/Loose Load icon: Indicates that the shipment is bulk/loose load.
	ULD icon: Indicates that the shipment is a ULD.
	ULD load indicators:  upper deck ULD,  lower deck icon.  ULD is empty,  ULD is partially loaded,  ULD is fully loaded. Hover over a ULD load indicator to view available capacity.  Click on a ULD load indicator to call up the Capacity Unit Details popup screen. Click the Done button to close the screen. 

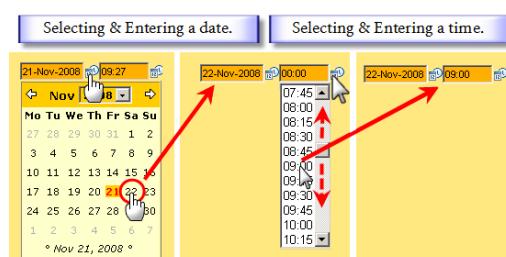
How to select an option in a dropdown box?

- Click the arrow in a drop-down box (1) and select from the list (2).
- Use the scroll bar to move up/ down through a long dropdown list (3).



How to select & enter a date or a time in a text field?

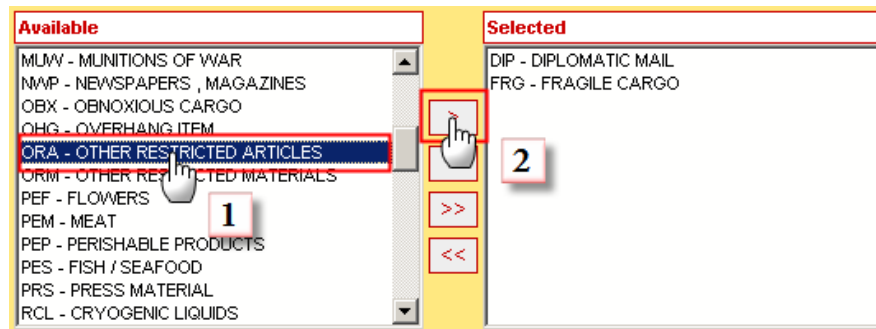
To enter a date or a time in a search field, click the **Calendar** button () located on the right of the textbox to call up a calendar popup screen, or a time dropdown list, to select date or time.



Note: You can also type in the date or time. Date format: dd-mm-yyyy — Time format: mm:hh

How to move items between a pair of list boxes?

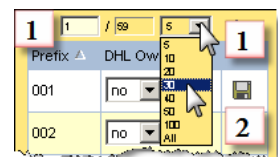
- Select an item in the Available list (1) and click the Add (>) button (2) to move the item from left to right. Hold down the shift key to select multiple items.
- Select an item in the Selected list and click the Remove (<) button to move the item from right to left. Hold down the shift key to select multiple items.
- Click the Add all (>>) button to move all items from left to right.
- Click the Remove all (<<) button to move all items from right to left.



Results lists

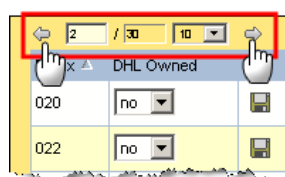
How to set the number of rows displayed in a results list?

CMS generally displays by default 10 rows of data in a results list. To change the number of rows displayed in the list, click the arrow in the dropdown box (1) and select the number of rows to display (2).



How to scroll through a number of screens/pages of lists?

Use the scrolling arrows to move forward or backward through a number of screens/pages of a list.



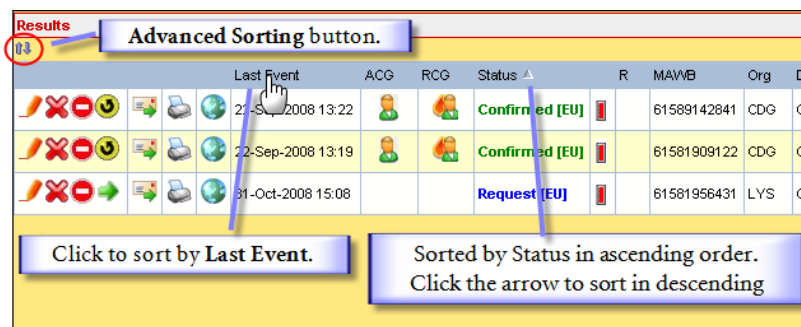
How to sort results lists?

CMS provides the user with 2 options to sort information in **Results** lists in either ascending or descending order:

- **Simple sort**—i.e., by selecting a particular criterion (column header) by which to sort.
- **Advanced sort**—i.e., by clicking the **Advanced sort** (1) button at the top right or left of the results list that enables sorting with up to 3 sort parameters.

Simple sorting (Sorting by column)

1. Click on the desired column header. A small grey arrow shall appear to indicate that the results list is currently sorted by this column in either ascending (▲) or descending (▼) order.
2. Click the grey arrow (toggle key) to change the sort order from ascending to descending and vice versa.



Advanced sorting

To sort a results list by more than one criterion:

1. Click the **Advanced sorting** button on top of the results list. A popup screen is displayed.
2. Select your desired sort parameters from the dropdown lists, and the desired order (ascending, descending) in which to sort each criterion.
3. Click the **OK** button. The information in the results list shall be sorted according to the new sort parameters (indicated by ▲ or ▼.)

The 'Sort Criteria' dialog box has a title bar with a close button. It contains three sections for sorting criteria. Each section has a dropdown menu for the criterion and two radio buttons for 'Ascending' and 'Descending'.

Sort By: MAWB (Ascending selected)

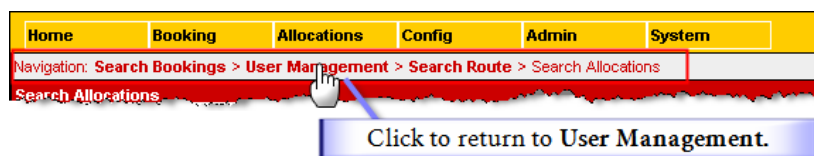
Then By: Status (Ascending selected)

Then By: Last Event (Descending selected)

Buttons: Ok, Cancel

Navigation bar

The **Navigation** bar displays the last five menus/screens that are opened during a session in the **Navigation** bar. Click on the menu/screen label in the **Navigation** bar to return to the menu/screen.



II. Accessing CMS

This chapter covers the following topics:

- How to access CMS?
 - How to request a user name and password?
 - How to log on to CMS?
 - What to do when you have forgotten your password?
 - What to do when your access is disabled?
 - How to log off from CMS?
-

Accessing CMS

To access CMS:

1. Open a web browser, and enter the URL <http://aviationcargo.dhl.com/capacity/app>
2. The CMS **Login** page is displayed. For security reasons, users need to obtain a user name and password to logon to CMS.

Figure 1: CMS Login Page

Note: the version nr is displayed on the login screen.

How to Request a User Name and Password?

Customer Login Request

GSA and customers who use Customer Booking—can register as users and obtain a **User Name** and **Password** to get permanent access to CMS (as long as the user's status is enabled.) The menus and screens that a user has access to depend upon the user rights (role) assigned to the login user.

Note: There is an automatic disable function, this procedure runs everyday at 01:15 LT, and looks at the last login date of all users. Whenever the last login date is older than 6 months, the user access is automatically disabled but not deleted..

Table 1: Roles & Accessible Menus/Screens

Menu/Screen:	Role➔	GSA	GSA View Allocations	GSA Search Capacity
Home/User Management		✓	✓	✓
Home/Log Out		✓	✓	✓
Bookings/New Bookings		✓	✓	✓
Bookings /Search Routes		—	—	✓
Bookings/Search Bookings		✓	✓	✓
Allocations/Search Allocations		—	✓	—
Allocations/Search Movements		—	✓	—

1. Click the **Customer Login Request** button on the **Login** page.

2. The **CMS Login Request** screen is displayed. Complete the user **Details**.

3. Select the **Account(s)** and **MAWB Prefixes** to manage—Refer to *How to move items between a pair of list boxes*.

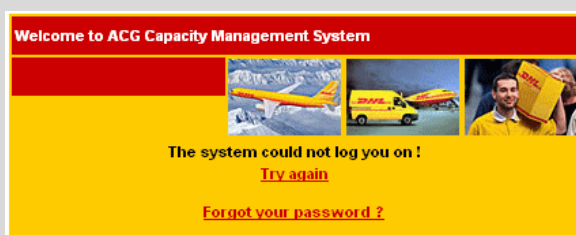
- Click the **Send Request** button. An administrator shall review the login request, and when approved, send an Email with a user name and password to the requestor.

How to log on to CMS

To log on to CMS:

- Open a web browser, and enter the URL <http://aviationcargo.dhl.com/capacity/app>.
- The CMS **Login** page is displayed. Enter the **User Name** and **Password**, and click the **Log On** button.
- The **Search Bookings** screen is displayed.

Note: When a wrong **User Name** or **Password** is entered, the ‘The system could not log you on!’ screen is displayed.



- Click **Try again** to return to the **Logon** page.
- Click the **Forgot Your password** link to open the screen and request your password by Email — Refer to [What to do when you have forgotten your password?](#)
-

What to do when you have forgotten your password?

A user who has forgotten his/her password can request the system to email the password. To have a password sent:

- On the **Login** page, click the **Forgot your password?** link. The **Forgot Your Password?** screen is displayed.
- Enter the **User Name** in the **User Name** textbox.
- Click the **Mail Password** button. CMS will send the user the password to the email address entered in the system at the time of registration.

What to do when your access is disabled?

When your user access is disabled, you will receive an email.

Subject: CMS User Account disabled.

Date: Thu, 01 Sep 2011 15:36:42 +0200 (METDST)

From: acsbook@dh1.com

To: acsbook@dh1.com

Your account has been disabled by an administrator or because you haven't logged in to CMS during the last six months:

User Name : [jms@dh1.com](#)

Password : your mail-account password (LDAP)

If you want to enable this account again, you can contact gfsbook by sending a mail to gfsbook@dh1.com.

Thank you and best regards,
DHL AVIATION IT DWS

If you want to re-enable your access, you can contact capacity by sending a mail to acsbook.eu@dh1.com

How to log off from CMS?

—Refer to [Logout](#).

III. CMS Menus

This chapter covers the following topics:

- The **Home Menu's User Management** screen to configure personal details, and the **Log Out** screen to log off from CMS.
 - The **Booking Menu's New Booking** screens to enter new or edit existing bookings, the **Search Routes** screen, and the **Search Bookings** screen.
 - The **Allocations Menu's Search Allocations**, and **Search Movements** screens.
-

Home Menu

User Management

The **User Management** menu provides users with the option to edit certain properties of their personal user details.

To edit the personal user properties:

1. Click the **Home** tab, and select **User Management**.
2. The **User Management/Edit User(s)** screen with the current properties of the logged in user are displayed.

The screenshot shows a web form titled "Edit user(s)" with a yellow background. It contains two columns of input fields. The left column includes: Full Name (text box with "Ronan L"), Email (text box with "robert_liesenborghs@yahoo"), User Name (text box with "ronan"), Password (password field with dots), Password (Verify) (text box), Job Title (text box), Company (text box), and Gateway (text box with "BRU" and a key icon). The right column includes: Default Weight Unit (dropdown menu with "kg"), Default Volume Unit (dropdown menu with "m3"), Default Length Unit (dropdown menu with "cm"), Default Account (text box with "-13" and a key icon), Phone (text box), Fax (text box), Street (text box), and Zip/City (text box). A red "Save" button is located at the bottom right of the form.

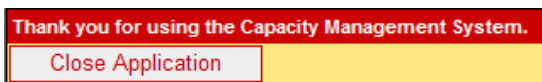
Figure 2: User Management Menu

3. Edit current/add or correct your user details, and click the **Save** button.

Logout

To logout from CMS:

1. Click the **Home** tab, and select **Logout**. The **Close the Application** screen is displayed.
2. Click the **Close the Application** button to logout.



Booking Menu

New Booking

The **New Booking** menu provides users with the option to enter and manage a new booking in CMS. The menu includes various screens to:

- Enter **Basic Booking Information**, define booking items, and manage booking pieces and positions.
- Enter and edit preferred routings (**DHL Routes**).
- Enter and edit **HAWBs**.
- Enter and edit **Customs Info**.
- Assign **Special Handling Codes**.
- Define **Restricted Commodities**.
- View **Booking History**.
- Assign **rate/yield**.

Note: A paperclip icon in the tab of a screen indicates that information has already been entered in the screen.



How to create a new booking?

Basic Information

1. Click the **Booking** tab, and select **New Booking**. The **Booking <<new entry>>** menu with the **Basic Information** screen and tabs to various booking details screens is displayed.

The screenshot shows the 'Booking: <<new entry>>' screen. At the top, a status bar displays 'Status: <<Request>>' and a table with booking metrics: MAWB (n/a), Status (Request), Load, Visited by, ACG, RCG, Rebooking (No), Delivery at Org, Total Weight (0 kg), Total Volume (0 m3), Total Volume/Weight (0 kg), # Pieces (0), # Positions (0), and Allocated Movements. Below this is a tabbed interface with 'Basic Information' selected. The 'Basic Information' tab contains fields for MAWB, S/C, Goods, PPW Org-Dst, Customs, Detailed Goods Description, Account, Delivery at Org (It), Other Service Information, Subaccount, Uplift Date from DHL Org, Customer Ref, CASS Code, Latest Arrival, Shipper, and Consignee. A 'Booking Items' section at the bottom shows 'No Booking Items Defined.' with buttons for 'Add/Edit Pieces', 'Add/Edit Positions', 'Save', and 'List'. Two callouts are present: one pointing to the top status bar stating 'Summary of booking details & history (Updated each time a booking details are entered/edited and saved.)' and another pointing to the tabs stating 'Tabs to various booking details screens.'

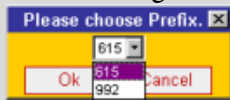
Figure 3: New Booking/Basic Information Screen

2. Enter the required **Basic Information**:*Basic Information screen properties*

LABEL	DESCRIPTION
MAWB:	Enter the MAWB number manually, or click the Find & Enter Data button () to have the system enter available data automatically. —Refer to Notes: - When multiple Prefixes are assigned to your user access, the user will receive a when clicking the Find & Enter Data button ():  Select the prefix to be used. A MAWB range check is enabled for all DHL prefixes but it depends upon your which ones will be shown. - When a new booking is created with a Service/Commodity dango, live animals, or perishables, the goods description is automatically adjusted the first time w When Service/Commodity dango, live animals, human remains or perishables is this booking, the goods description will also change. - It is possible to remove the automatically displayed goods description and add description. Click the Verify button () to verify that the MAWB is available for booking.
PPW Org Dst:	Enter the IATA three-letter code or click the search icon () to define the PPW origin and destination of this booking
Account	Enter the three-letter account code. When the account code is not known, users can click the search icon () next to the entry field and perform a search on the three-letter code or the description of the account code.
Sub account:	Click the Browse button () to select the sub-account code, if available, only active sub accounts will be shown..
CASS code:	Enter the CASS (Cargo Account Settlement System) code, or click the Browse button () to select the CASS code if available.
Shipper: Consignee:	Click the Browse button () to select a Shipper/Consignee. The system will lookup available shippers/consignees according to the paperwork origin & destination and account information. Previously entered shippers/consignees are removed from the list if not used for more than 3 months. When no shipper/consignee or no suitable shipper/consignee is found the system offers the possibility to create a new one.
S/C:	Select the service/commodity code from the dropdown list—Refer to Service Codes , and Commodity Codes . Depending the chosen Service/commodity code the system will display a pop up with additional information—Refer to Commodity pop up message
Customs:	Select the customs status from the dropdown list.
Delivery at org:	Enter or select () the date and time of delivery at the organization.
Uplift Date:	Enter or select () the uplift date.
Latest Arrival:	Enter or select () the latest arrival date.
Goods:	Select the goods description from the dropdown list.
Detailed Goods Description:	If the goods description isn't available in the dropdown list, enter a detailed goods description. (max 20 characters in free form text (alphabetic, numeric, hyphen, full stop or space);
Other Service Information:	Enter other service information.
Customer Ref.:	Enter a booking reference number.

Notes:

- When multiple Prefixes are assigned to your user access, the user will receive a popup window when clicking the **Find & Enter Data** button :



Select the prefix to be used.

A MAWB range check is enabled for all DHL prefixes but it depends upon your assigned prefixes which ones will be shown.

- When a new booking is created with a Service/Commodity dango, live animals, human remains or perishables, the goods description is automatically adjusted the first time when selected. When Service/Commodity dango, live animals, human remains or perishables is changed within this booking, the goods description will also change.
- It is possible to remove the automatically displayed goods description and add a detailed goods description.

3. Enter Booking Items:

This section provides users with the option to indicate if the shipment has an 'Overhang' size, and add pieces, positions, weight dimensions, and volume details.

- **Overhang:** Flag the Overhang checkbox if the shipment has an 'Overhang' size.

Note: If **Overhang** is selected, CMS requires dimension details for minimum one-piece detail.

- **Add/Edit Pieces:** provides the option to add individual pieces and their weight, dimensions and volume details.

1. Click the **Add/Edit Pieces** button to call up the **Booking Pieces** popup screen.

2. Add/edit details of the total pieces with or without dimensions for the total or individual pieces.
3. *Adding pieces:* When individual pieces need to be added, complete the details in the **Add Piece Details** textboxes, and click the **Add** button. The new piece details are added to the **Booking Pieces** screen. Repeat the process for each piece that needs to be added.

Editing pieces: Click the **Pencil** button at the end of the row of the required piece to call up the details of the row to edit. Edit the details and click the **Add** button.

Removing pieces: Click the **Trash** button to remove the booking pieces details of the row.

4. Click the **Done** button to return to the **Basic Information** screen (with the new **Booking Items** details).

Booking Items

☐ Overhang

Items	Length	Width	Height	Wt	Vol	Total Volwt	Total Vol	Total Wt	Dango	ULD Position	ULD Number
1x	10.00 cm	5.50 cm	5.50 cm	1 kg	0 m3	0 kg	0 m3	1 kg	☐	N/A	N/A

Note: The **Booking Pieces** popup dialogue box provides users with the option to enter dimensions and/or weight for only part of the total pieces—i.e., the totals of the figures entered for weight or dimensions of the different pieces (**Piece Details**) does not necessarily need to equal the figures for weight or dimensions entered for the **Total Pieces**.

If on the other hand, the total number of weight or dimensions of the different pieces is greater than the number entered for the **Total Pieces**, CMS automatically updates the number for **Total Pieces**.

- **Add/Edit Positions:** option to add positions , weight, dimensions and volume details.

- A. Click the **Add/Edit Positions** button to call up the **Booking Positions** popup screen.

Booking Positions

Positions	Vol/Pos	Wt/Pos	Total Volwt	Total Vol	Total Wt	Dango	ULD Position	ULD Number
Position Count	Weight/Pos	Vol/Pos	Dango	ULD Position	ULD Number			
1	0.00 kg	0.00 m3	☐	<<select one>>				

- B. *Adding positions:* Add the position details, and click the **Add** button. The new booking position details are added to the **Booking Positions** screen.

Booking Positions

Positions	Vol/Pos	Wt/Pos	Total Volwt	Total Vol	Total Wt	Dango	ULD Position	ULD Number
2	1 m3	100 kg	333 kg	2 m3	200 kg	☐	Upper Deck	N/A
Position Count	Weight/Pos	Vol/Pos	Dango	ULD Position	ULD Number			
1	100 kg	0.50 m3	☐	Upper Deck				

Position already added.

Second line of position being added.

Editing positions: Click the **Pencil** button at the end of the row of the required position to call up the details of the row to edit. Edit the details and click the **Add** button.

Removing positions: Click the **Trash** button to remove the booking positions details.

- C. Click the **Done** button to return to the **Basic Information** screen (with the new **Booking Items** details).

Booking Items

☐ Overhang

Items	Length	Width	Height	Wt	Vol	Total Volwt	Total Vol	Total Wt	Dango	ULD Position	ULD Number
2x	N/A	N/A	N/A	100 kg	1 m3	333 kg	2 m3	200 kg	☐	Upper Deck	N/A
2x	0.00 cm	0.00 cm	0.00 cm	100 kg	1 m3	333 kg	2 m3	200 kg	☐	N/A	N/A
1x	0.00 cm	0.00 cm	0.00 cm	100 kg	1 m3	167 kg	1 m3	100 kg	☐	N/A	N/A
1x	N/A	N/A	N/A	100 kg	0,5 m3	83 kg	0,5 m3	100 kg	☐	Lower Deck	N/A

DHL Routes

The **DHL Routes** screen provides users with the option to view, add, or edit preferred routing and allocation details of a booking.

How to add/edit/remove preferred routing?

Adding preferred routing

1. Click the **DHL Routes** tab. The **Preferred Routing** screen is displayed.

The screenshot shows the DHL Routes screen with the 'Preferred Routing' section. The 'Add Preferred Routing' section is active, displaying fields for Org (BRU), Dst (BGY), Movement (0), Mvt Date (01-Dec-2008), Space Allocation Code (Request for Space, accept alternatives [NA]), and Allocation (N/A). The 'Search for Routings' section below shows a search for 'BRU' to 'BGY' on '30-Nov-2008' at '23:15', resulting in 'No results available'.

Figure 4: DHL Routes Screen

2. Enter the required information in the textboxes—i.e., origin, destination, movement number (will be generated automatically by pressing the find & enter data button ) , movement date, **Space Allocation Codes** in the **Add Preferred Routing** text fields.
 - a. Click the **Flashlight** buttons to select and enter **Org** and **Dst** respectively.
 - b. Click the **Pencil** button next to the Movement text field, a popup opens to select and enter the movement number for the selected route (**Org** and **Dst**).

The screenshot shows the 'Select movement number' popup window. It lists several movement numbers and dates, including BCS8361 - 16-Feb-2006(STD: 03:00 - STA: 05:25) and EAT8003 - 18-Feb-2006(STD: 03:30 - STA: 15:00). A 'done' button is at the bottom.

- c. Select the movement number for the selected route (**Org** and **Dst**) and click **done**.

The screenshot shows the DHL Routes screen with the 'Add Preferred Routing' section. The 'Movement' field now contains 'BCS0963', indicating the selection from the popup. The 'Add' button is highlighted with a mouse cursor.

Space Allocation Codes

CODE	DESCRIPTION
Request for space, accept alternatives (NA)	When this allotment information is selected, the requestor indicates that alternative routes can be used to uplift the freight.
Request for space, don't accept alternatives (NN)	When this allotment information is selected, the requestor indicates that no alternative routes can be used to uplift the freight.
Selling space against allotments (CA)	When this allotment information is selected, the requestor indicates that this request is booked against the agreed allocations. When CA is selected the dialogue box will expand, and allow the user to lookup available allocations for this booking. (Based on Account code, product code and route)

- Click the **Add** button to add the information to the **Preferred Routings** list.

The screenshot shows the 'Preferred Routings' section of the CMS interface. It contains a table with the following data:

Org	Dst	Movement	Mvt Date	Space Allocation Code	Allocation Reference
BRU	BGY	BCS0963	02-Dec-2008	Request for Space, accept alternatives [NA]	N/A

Below the table is the 'Add Preferred Routing' form with fields for Org, Dst, Movement, Mvt Date, Space Allocation Code, and Allocation. The 'Add' button is highlighted in red.

Removing preferred routing

To remove a preferred routing, click the **Trash** button at the end of the row in the list.

Note: DHL Routing is mandatory for MAWBs with a prefix other than specified in the DHL Carrier Codes, so that the system can determine the difference between DHL Owned and commercial movements.

How to search for preferred routing?

The **Search for routing** facility provides users with the option to search for capacity and allocate bookings to available capacity.

- Enter search parameters in the **Search for routing** textboxes.
- Click the **Search** button.

The screenshot shows the 'Search for Routing' section of the CMS interface. It includes a 'No Preferred Routings Defined.' message and a 'Search for Routing' form. The form has the following fields:

Origin	Destination	Delivery at Org Date	Latest Arrival Date
BRU	BGY	03-Dec-2008 00:00	08-Dec-2008 23:45

Below these fields are additional search criteria: Account, S/C, Weight, Volume, and Goods Description. The 'Search' button is highlighted in red.

- The routes that match the search query are displayed in the **Routes** list.

Figure 5: DHL Routes/Search Routings Results Screen

- Click the **Set Routing** button to set the movement as preferred routing. The movement is added to the **Preferred Routing** list.

Note: When using the **Search For Routings** option to define the preferred routing, the space allocation code will always be set to NA, but can be changed manually to any of the other available allocation codes.

HAWBs

The **HAWBs** screen provides users with the option to add or edit HAWB details of a booking, or indicate that the booking has no HAWB details (US Import).

Basic Information | DHL Routes | **HAWBs** | Customs Info | Special Handling Codes | Restricted Commodities | Booking History | Load/Unload | Rate/Yield

☐ Import MAWB Without HAWB Information

House Airway Bills

No House Airway Bills Defined.

Add House Airway Bill

HAWB	Pieces	SLAC	Org	Dst	Weight	Volume	Goods Description	Notify party	EORI
	0				0 kg	0.00 m3			

Shipper: <no data entered> **Shipper** Consignee: <no data entered> **Consignee**

MRN:

Add

Figure 6: HAWBs Screen

How to indicate a booking has no HAWB details (US Import)?

Flag the **Import Into US Without HAWB Information** checkbox to identify that the booking can be imported into the US without HAWBs.

Basic Information | DHL Routes | **HAWBs** | Customs Info | Special Handling Codes | Restricted Commodities | Booking History | Rate/Yield

☒ Import Into US Without HAWB Information

House Airway Bills

No House Airway Bills Defined.

Add House Airway Bill

Shipper: <no data entered> **Shipper** Consignee: <no data entered> **Consignee**

MRN:

Add

Once the flag is set, you will not be able to add hawbs anymore, unless you remove the flag.

How to add HAWB details?

1. Enter the HAWB details in the textboxes.

Basic Information | DHL Routes | **HAWBs** | Customs Info | Special Handling Codes | Restricted Commodities | Booking History | Load/Unload | Rate/Yield

☐ Import MAWB Without HAWB Information

House Airway Bills

No House Airway Bills Defined.

Add House Airway Bill

HAWB	Pieces	SLAC	Org	Dst	Weight	Volume	Goods Description	Notify party	EORI
TST012345678	1		AMS	CPH	250 kg	0.00 m3	CONSOLIDATED	567890abcdefg	

Shipper: <no data entered> **Shipper** Consignee: <no data entered> **Consignee**

MRN: **MRNtest01234567890**

Add

Enter the Movement Reference Number regarding the export validation, if available (containing 18 alphanumeric characters)

Enter the Notify party concerning EORI code (containing 17 alphanumeric characters)

HAWBs Screen Properties

LABEL	DESCRIPTION
HAWB nr:	Enter the HAWB number (max 12 digits).
Pieces:	Enter the number of pieces.
SLAC:	Enter the Shippers Load And Count — <i>i.e.</i> , the actual number of pieces in the ULD, box or wooden pallet.
Origin:	Enter the HAWB 3 letter code of origin.
Destination:	Enter the HAWB 3 letter code of destination.
Weight:	Enter the weight of the HAWB shipment.
Weight unit:	Enter the weight unit for the HAWB.
Volume:	Enter the volume for the HAWB.
Volume unit:	Enter the volume unit for the HAWB.
Goods Description:	Enter the nature of the goods for the HAWB.
Notify party EORI	Enter the EORI Notify party (17 alphanumeric characters, not mandatory)
Shipper/Consignee:	Click the buttons to add a shipper and consignee — <i>See also Shipper & Consignee...</i>
MRN	Enter the Movement Reference Number regarding the export validation (not mandatory).

IMPORTANT *Note* **MRN (Movement Reference Number).**

2. Click the **Add** button. The new HAWB details shall be added to the **House Airway Bills** list.

The screenshot shows the CMS interface with the 'House Airway Bills' list and the 'Add House Airway Bill' form. The list contains one entry with the following details:

HAWB	Pieces	Org	Dst	Weight	Volume	Volume Weight	SLAC	Goods Description	Shipper	Consignee	MRN	Notify party EORI
TST012345678	1	AMS	CPH	250 kg	0 m3	0 kg	n/a	CONSOLIDATED	Schiphol Airport	Copenhagen Airport	MRNtest01234567890	0123456789abcodefg

The 'Add House Airway Bill' form is below the list, with fields for HAWB, Pieces, SLAC, Org, Dst, Weight, Volume, Goods Description, and Notify party EORI. There are also buttons for 'Shipper' and 'Consignee' and an 'Add' button. The MRN field is also present.

Note: HAWB details can be added to any booking unless the booking status is rejected, cancelled, or operational.

When the first HAWB is added the checkbox 'Import MAWB without HAWB information' is hidden to avoid contradictions.

How to edit HAWB details?

To edit a HAWB information, click the **Pencil** button at the end of the row of the HAWB to call up the details of the row to edit. Edit the details and click the **Add** button.

Note: Only the HAWB number is not editable! When an incorrect HAWB number is added the only solution to solve this is to delete the incorrect one prior to add the correct.

How to remove HAWB details?

To remove HAWB information, click the **Trash** button at the end of the row in the **House Airway Bills** list.

Note: The HAWB information in TGV is updated with the edited or removed HAWB information when the changes is saved (**Save** button) in CMS.

Shipper & Consignee tabs

Option to add shipper and consignee information to the HAWB.

1. Click the **Shipper/Consignee** tab to call up the **Select/New Customer** popup screen with the list of the shippers/consignees used the last 6 months for this account.

2. Select a shipper/consignee in the list, or create a new shipper/consignee in the text boxes.
 3. Click the **OK** button to close the **Select/New Customer** popup screen, and enter the selected shipper/consignee in the HAWBs details textboxes.
- or
- Click the **Cancel** button to close the **Select/New Customer** popup screen without entering shipper/consignee in the HAWBs details textboxes.

Note: Previously entered shippers/consignees are removed from the list if not used for more than 3 months.

Customs Info

The **Customs Info** screen provides users with the option to add customs related information to the booking—e.g., Firms Code, Agent Code, SLAC, RUC or BA/M-Form number, and PPW notification details.

Figure 7: Customs Info Screen

Customs Information

This section of the **Customs Information** screen provides users with the option to enter the following information:

Firms Code*	Enter the FIRMS (Facilities Inform and Recourse Management System) code.
Agent Code*	Enter the Agent code. Note: If the Agent code is available, DHL do not need to verify the HAWB information. It is the responsibility of the shippers to provide the correct data to CBP, and any liability for incorrect data lies solely with the shipper. DHL still needs a copy of the messaging (FHL details) to be sent either via SITA (BRUACER), or E-mail (bruhubacgceb@dhl.com), or entered via CMS before the shipments arrival at the DHL facility.
SLAC*	Enter the SLAC (Shippers Load and Count) information.
RUC Number	The Registro Unico de Consumidor, or Import License Number for Latin America. This number is included on the MAWB hardcopy and on the consolidated manifest. Note: RUC Number becomes mandatory when prior to saving the booking when destination is with in country Ecuador.
MRN	Enter the Movement Reference Number regarding the export validation (18 alphanumeric characters, not mandatory).
Notify party EORI	Enter the EORI Notify party (17 alphanumeric characters, not mandatory)
* Only applicable for bookings to the US. For more details, contact the CMS Capacity & Yield department.	

IMPORTANT Note MRN (Movement Reference Number).

MRN (Movement Reference Number)

The objective is to meet the ECS (Export Control System) legislative requirements for all declarable shipments prior to the departure of consignments from the EU within the required timeframes.

- The required MRN data/reference should be available to the declaring gateway within the required timeframes, in the event that they need the MRN(s) to make arrival notification.
- Ensure that declarable shipments leaving the EU are compliant to the Safety and Security validation.

The MRN field allows an entry of 18 alphanumeric characters, and input is not mandatory.

Adding or updating an MRN is possible on MAWB or HAWB level when inserting a new booking or when editing an existing booking.

How to add or update MRN on HAWB level?

In the HAWBs tab the MRN can be added, when available.

When the MRN is already added on MAWB level, the HAWBs tab displays following message:

MRN exists already on Mawb Level

The screenshot shows the 'HAWBs' tab selected. Below the 'Add House Airway Bill' section, there is a table with columns: HAWB, Pieces, SLAC, Org, and Dist. Below this table, there is a 'Shipper' field with the text 'Shipper: <no data entered>'. At the bottom, the 'MRN' field is highlighted with a red oval and contains the text 'MRN exists already on Mawb Level'.

How to add or update MRN on MAWB level?

In the Customs Info tab the MRN can be added, when available.

When the MRN is already added on HAWB level, the Customs Info tab displays following message:

MRN exists already on Hawb Level

The screenshot shows the 'Customs Info' tab selected. It contains fields for 'Firms Code', 'Agent Code', 'SLAC', 'RUC', and 'MRN'. The 'MRN' field is highlighted with a red oval and contains the text 'MRN exists already on Hawb Level'. Below these fields, there are sections for 'BAM-Form Numbers' and 'PPW Notification'.

It is not possible to insert or add an MRN on both levels (a MAWB and its containing HAWBs).

To avoid this, following restriction is built in:

Adding a MRN on MAWB level (Customs Info) when one or more containing HAWBs already have a MRN, or vice versa, and the user presses Save or Confirm, CMS will display a warning message :

The screenshot shows a dialog box titled 'MRN warning'. The message inside says 'MRN cannot exist on both MAWB and HAWB levels.' At the bottom, there are three buttons: 'Cancel', 'Remove MRN on Mawb Level', and 'Remove MRN on Hawb Level'.

EORI (Economic Operator Registration & Identification) and Notify party EORI

With regulations 648/2005 (concerning the EU Customs Code) and 1875/2006 (concerning its implementing provisions) the EU established the "Safety and Security" measures to improve the supply chain security. All economic operators' im- or exporting freight have to notify the Customs authorities prior to departure/arrival. On EU side the ICS/ECS project (Import Control System / Export Control System) has been introduced to provide the common guidelines for message layout and exchange. This project is applicable for all EU member states plus Norway and Switzerland. The actual declarations for ECS/ICS will be made via country specific declarations applications.

BA/M-Form

Note: This information is only applicable for bookings to Nigeria. The input is for manifest purpose and mandatory for goods travelling to Nigeria when heavier than 250 kgs in total or a max of 50 kgs/pc, in exception to perishables, hatching eggs, diplomatic goods, courier and mail. The BA/M form number will be displayed on the Air Cargo & Consolidated manifest.

1. Enter the BA/M-Form number and the date, and click the **Add** button to add the BA/M-form information. (multiple entries are allowed)

- ➔ Click the **Trash** button at the end of the row of a BA/M-Form to remove the BA/M-Form information.
- ➔ Click the **Pencil** button at the end of the row of a BA/M-Form to call up its editable text fields. Edit the form and click the **Add** button.

PPW Notification

Note: This field is not applicable and greyed out for customers and GSA's.

Special Handling Codes

1. To add **Special Handling Codes**, move codes from the **Available** to the **Selected** list box. The selected codes are added to the **Special Handling Codes** list.
2. To remove **Special Handling Codes**, move codes from the **Selected** to the **Available** list box. The removed codes are deleted to the **Special Handling Codes** list.

—Refer to *How to move items between a pair of list boxes*.

Figure 8: Special Handling Codes Screen

Restricted Commodities

The **Restricted Commodities** screen provides users with the option to add **Dangerous Goods** related information to the booking.

Figure 9: Restricted Commodities Screen

Notes: The Type fields must be completed to confirm a booking with dangerous goods S/C.

* Depending on the combination Service/Commodity, which has been selected on the BasicInformation tab, different screens/selections will be displayed (certain Dangerous Goods types, the “Add UN Number” and the “Special Loads” sections will or will not become available),

* as well as depending on the selected Dangerous Goods types after selecting Service/Commodity, the “Add UN Number” and the “Special Loads” sections will or will not become available,

* as well as depending on the entered UN Numbers, the TI and Radioactive Manufacturer sections will or will not be available.

- If the content is EQ an UN number isn't mandatory."

Dangerous Goods

Enter the required dangerous goods details as follows:

LABEL	DESCRIPTION
Type	The Aircraft type: • BAT SECTION 2: Lithium Batteries (selecting this Type, will never display the Special Loads section) • CAO: Cargo Aircraft Only. • EXC QTY: Excepted quantities: A provision in the IATA DGR regulations that allows small quantities of some dangerous goods to be shipped as 'dangerous goods in excepted quantities'. Selecting this Type, allows the user to select the Excepted Quantity Classes (the Special Loads section will never be displayed). • LTD QTY: Limited Quantities: A provision in the IATA DGR regulations that allows smaller quantities of dangerous goods packed in material specific packaging to be shipped as 'Limited Quantity' so that only some parts of the applicable regulations need to be considered. • PAX: Passenger Aircraft. Note: This fields must be completed to confirm a booking with dangerous goods S/C.
ADR	• ADR: Provisions of the European agreement on the international carriage of dangerous goods on road are applicable. • LQ: Limited Quantity provisions of the European agreement on the international carriage of dangerous goods by road are applicable—i.e. the provisions of ADR are not applicable. • Not Restricted: No restrictions on the carriage of dangerous goods by road are applicable.
TI	The TI number: The Transport Index number that represents the measure of the external radiation hazard of the transported goods. TI numbers are single numbers that run from 0 to 10. Note: This field becomes mandatory as soon as GSA adds UNnumbers and for other users, depending on your user rights, this field is mandatory or not when entering certain UN Numbers.
Radioactive Manufacturer, if required. Note: Depending on the user's user rights, this field is mandatory or not.	

UN Numbers

The UN number is a United Nations designated 4-digit number to indicate that a substance, mixture or solution represents a certain hazard and therefore has to be handled as dangerous good.

1. Enter the UN Number in the *Mandatory textbox*, and click the **Add** button.

UN Numbers

No UN Numbers Defined.

Add UN Number

UN Number UN2909 Add

Special Loads

2. The UN Number is added to the UN Numbers list.

UN	Description	Class	Forbidden for Air Transport	Radioactive
UN2909	RADIOACTIVE MATERIAL, EXCEPTED PACKAGE - ARTICLES	7	X	✓

Add UN Number

UN Number Add

➔ Click the **Trash** button at the end of the row to remove the UN Number.

Note: These fields must be completed to confirm a booking with dangerous goods S/C. As soon as UN Numbers **UN2909-2910-2911** are added, the system will request for Isotopes, displaying following message: - Adding UN Number UN2909 requires radioactive details (UN Number Isotope)

Add UN Number

UN Number UN2909 Add

All UN Numbers

UN	Description	Class	Forbidden for Air Transport	Radioactive
UN2909	RADIOACTIVE MATERIAL, EXCEPTED PACKAGE - ARTICLES	7	X	✓

UN Numbers with Required Isotopes

UNNumber	Isotope	Boxes	Activity in Mbq	Excepted Package
UN2909		0	0.000	☐

Note: Isotope, Boxes and Activity in MBQ are mandatory and input can accept up to 6 decimals.

- Click to confirm the UN Number Isotope.
- When more Isotopes need to be added under the same UN Number, click .
- To edit the UN Number Isotope, click .

Click the Trash icon to remove a UN Number Isotope. As soon as the last Isotope has been removed (or when only one is available), the complete UN Number is removed.

When clicking the Trash icon behind the UN Number, which might contain isotope information, in the All UN Numbers section, the UN Number as well as all included isotope information is removed.

Special Loads

Bookings with certain service codes—e.g., ACA, ACP—in combination with certain commodity codes—e.g., D (Dangerous goods), P (Perishable), L (Live animals), B (Human remains), etc. The entry options for the **Add Special Load** text fields depend upon the S/C code.

The screenshot shows the 'Restricted Commodities/Special Load Screen'. The top navigation bar includes 'Basic Information', 'PHL Routes', 'HAWBs', 'Customs Info', 'Special Handling Codes', 'Restricted Commodities', 'Booking History', and 'Rate/Yield'. The 'Basic Information' tab is active, showing fields for MAWB (61500017851), PPW Org-Dst (BRU), and S/C (ACP/D). Below this is the 'Special Loads' section, which is currently empty. A red dashed arrow points from the 'S/C' dropdown to the 'Add Special Load' section.

Figure 10: Restricted Commodities/Special Load Screen

1. Enter a search parameter in the **Search Goods** field, and click the **Search** button. CMS displays the search results in the drop-down list on the right of the **Search** button.
2. Select the required goods from the dropdown list to enter the details in the other fields. Enter Special Instructions, if required.

The screenshot shows the 'Special Loads' section with the 'Add Special Load' form. The 'Search Goods' field contains 'snake', and the 'Search' button is highlighted. The dropdown list shows '[AV] Copperhead, palm pit viper, rattlesnake (Crotalidae spp.) (min:15.0) (max:25.0)'. The 'Common Name' field is filled with 'Copperhead, palm pit viper, ratt'. The 'Scientific Name' field is filled with 'Crotalidae spp.'. The '# of Animals' field is filled with '4'. The 'Min Temperature' field is filled with '15.00' and the 'Max Temperature' field is filled with '25.00'. The 'Special Instructions' field is empty. The 'CITES' field is filled with 'III'. The 'Container Requirement' field is filled with '44'. The 'Add' button is highlighted.

3. Click the **Add** button to confirm the selection, and add the special load details to the list.

The screenshot shows the 'Special Loads' section with a table of special loads. The table has columns: # of Animals, Common Name, Scientific Name, Min Temp, Max Temp, CITES, Container Req, and Instructions. The first row shows 4 animals, 'Copperhead, palm pit viper, rattlesnake', 'Crotalidae spp.', 15.00, 25.00, III, 44, and n/a. Below the table is the 'Add Special Load' form, which is the same as the one in Figure 10.

- ➔ Click the **Pencil** button at the end of the row to display the details of the Special Load in the **Add Special Load** text fields. Edit the required details.
- ➔ Click the **Trash** button at the end of the row to remove the Special Load from the list.

Booking History

The **Booking History** screen displays details of every change made to the booking.

Booking History					
Date	Action	User	ACG Staff	RCG Staff	Comments
12-Sep-2008 15:03	Creation	rcgstudent	✗	✓	n/a
12-Sep-2008 15:05	Capacity confirmed	QUARTZ_BOOKINGJOB	✗	✗	n/a
12-Sep-2008 15:05	Review by RCG staff requi ...	QUARTZ_BOOKINGJOB	✗	✗	n/a
12-Sep-2008 16:08	Update RCG booking reques ...	arijdams	✗	✓	+ DHL routes changed;
12-Sep-2008 16:08	Review by ACG staff requi ...	arijdams	✗	✓	n/a
12-Sep-2008 16:11	Visited	myljerde	✓	✗	n/a

Figure 11: Booking History Screen

Rate/Yield

The **Rate/Yield** screen provides GSA users with the option to request an ad-hoc transport rate for a new booking, or view/request new rate information of a listed booking.

Booking/Rate/Yield screen for GSA customers.

no rate information		
Logged transport rate(s) no matching rate found, please check all booking details or request an ad-hoc rate for this shipment.	Requested ad-hoc transport rate Rate : 0.00 USD kg Comments : Request Rate	Approved transport rate Rate : 0.00 EUR kg Commission prepaid : 0.00 % Transport surcharges : Transport surcharges excluded from kg rate Comments : Approve Rate

Request ad-hoc rate fields for customers.

Approve transport rate fields for commercial area managers.

Figure 12: Rate/Yield Screen

How to request an Ad-hoc rate (GSA users)?

CMS provides users with two options to request an ad-hoc rate for a new booking:

- In the **Rate/Yield** screen, after completing basic (and other) information of the new booking, and before saving.
- In the **Request rate** pop-up dialogue box after clicking the **Save** button, when no logged rate has been found.

Notes: The customer cannot request an adhoc rate for following rate types: **BSA, Charter, Wght Break/cont, loose as BSA, BSA as Loose, Charter fixed fuel and On forwarding.**

How to request an ad-hoc rate for a new booking in the Rate/Yield screen? (GSA users)

1. Enter the **Rate**, select the **currency** and **measurement unit**, enter the **Commission prepaid**, **Comments**, if required.
2. Click the **Request Rate** button. The rate details are entered in the **Approved Transport Rate** fields, for a commercial area manager to approve (CMS automatically sends an email notification of the rate request to the responsible users.)

How to request an Ad-hoc rate for a new booking in the Request rate pop-up dialogue box?

1. When a customer saves a booking for which no logged rate is available, and of which the MAWB prefix is DHL owned, and/or the selected account is enabled, CMS loads the **Request rate** pop-up dialogue box for the user to request an ad hoc rate, before the booking can be saved.

2. Enter the **Rate**, select the **currency** and **measurement unit**, if required.
3. Enter the **Commission prepaid** and **Comments** if required.
4. Click the **Request Rate** button. The new booking is saved, and the screen closed. The new booking is displayed in the **Search Bookings Results** list

Last Event	Status	R	MAWB	Org	Dst	Delivery@org	Acc	Pcs	Pos	Wgt	Vol
15-Dec-2008 12:42	Request [EU]		61500019342	LEJ	JFK	17-Dec-2008 22:15	-13	0	4	800 kg	0 m3

Figure 13: Search Booking Results List with Saved New Booking

How to request a new rate for a listed booking? (GSA users)

1. In the **Search Bookings Results** list, click the **Pencil** button of the booking of which to edit the rate. The Booking details screens are displayed.

2. Click the **Rate/Yield** tab to display the **Rate/Yield** screen.

3. Edit the **Rate** details, if required, and click the **Request Rate** button. The new rate is entered in the **Approved Transport rate** fields, for a commercial area manager to approve. (CMS automatically sends an email notification of the rate request to the responsible users.)

Note: Ad-hoc rates can only be approved by Commercial Area Managers. When a rate is approved, CMS sends the booking and rate details to the creator of the booking.

```

APPROVED RATE -13 LEJ-JFK ACA 61500019342
From: "no.reply.capacity.system@dhl.com" <no.reply.capacity.system@dhl.com>
To: robert_liesenborghs@yahoo.com, acsbook.eu@dhl.com

***** Rate approved *****
Transport rate : 40.00 USD/kg
Commission : 50.00 %
Note : Additional transport surcharges (risk, fuel) and other surcharges are NOT included in this rate.

MAWB: 61500019342
Delivery at origin : 17-Dec-2008 21:15 (17-Dec-2008 22:15)
DHL Origin : LEJ
DHL Destination : JFK

# of positions : 4
4x 200 kg 0 m3: 800 kg 0 m3
  
```

Booking command buttons

Items	Length	Width	Height	WT	Vol	Total Vol	Total Vol	Total Vol	Dange	UCL Position	UCL Number
2x	N/A	N/A	N/A	150 kg	0 m3	0 kg	0 m3	300 kg		Lower Deck	N/A

Add/Edit Pieces Add/Edit Positions

Save Cancel

List Print Email Copy

Figure 14: Booking Screen Bottom Command Buttons

Saving a Booking

1. Click the **Save** button at the bottom of the screen when all booking details have been completed.
2. When information is missing, or information is not correct, the system will display a warning message—e.g., **customs status is not filled out**. Make the necessary changes and save the booking.
3. After saving the booking details, CMS displays the **Search Booking** screen with the saved details of the booking.

Search Bookings														
Status	From Date	Until Date	MAWB	Rebooked	Origin	Destination	Account							
*	07-Nov-2008 00:00	24-Nov-2008 23:59	*	*	*	*	*							
CStat.	S/C	Reference	Entry	Load status	Review Type	RCG	Region	Rate						
*	*	*	*	*	*	*	*	*						

Search

Results																			
Last Event	ACG	RCG	Status	R	MAWB	Org	Dst	Delivery@org	Acc	Pcs	Pos	Wgt	Vol	S/C	Rule	Rate	Reference	User	Entry
10-Nov-2008 12:24			Request [EU]		61500174311	BRU	LEJ	13-Nov-2008 00:00	TST	1	0	1 kg	0,5 m3	ACA	RQ		000001458998	WEB	

Cancelling a Booking

1. Click the **Cancel** button at the bottom of the **Booking** screen. The **Confirm Cancel** popup dialogue box is displayed.
2. Click the **OK** button to cancel the booking and close the dialogue box. (Click the **Cancel** button to close the dialogue box without canceling the booking.)
3. After clicking the **OK** button, the **Send Booking Information** popup dialogue box is called up to provide the user with the option to send emails to users about the change of status of the booking—Refer to [Sending Booking Information](#).
4. After canceling, the booking details are updated in the **Search Booking** screen.

BOOKING 000001455724 | MAWB 61581903802

Are you sure you want to CANCEL this BOOKING?

reference : 000001455724 delivery@org : 10-Nov-2008 23:00

MAWB : 61581903802 weight : 860 kg

status : **Request** volume : 3 m3

route : CDG-CMN pcs/pos : 99

account : ACF S/C : ACP

Enter Comments:

Cancel Ok

Last Event	ACG	RCG	Status	R	MAWB	Org	Dst	Delivery@org
10-Nov-2008 14:05			Canceled [EU]		61581903813	CDG	CMN	12-Nov-2008 00:00

Notes:

The system will remove hawb(s) when the booking is cancelled.

After cancelling a booking, a **Resubmit** button becomes available in the Booking screen to provide users with the option to resubmit the booking.

Booking Items											
☐ Overhang											
Items	Length	Width	Height	Wt	Vol	Total Volwt	Total Vol	Total Wt	Dango	ULD Position	ULD Number
99x 	0.00 cm	0.00 cm	0.00 cm	6 kg	0.03 m3	500 kg	3 m3	560 kg	☐	N/A	N/A
										Add/Edit Pieces	Add/Edit Positions
Resubmit List Print Email Copy											

Scheduled automatic cancel booking job (nonDeliveredShipmentCancellationJob)

A new scheduled job is in place to automatic cancel bookings. This job runs daily at every hour.

Purpose is; default all bookings that were not delivered to DHL by the forwarder will be included in the auto cancel job.

Which bookings will automatically be cancelled?

The job will automatically cancel bookings that meet the criteria set up by the system administrator:

Note: After cancelling, the booking details are updated in the **Search Booking** screen, and details about auto cancellation are listed in the **Booking History**.

Returning to Search Booking results list

Click the **List** button at the bottom of the **Booking** screen to return to the last **Search Booking** results list.

Printing Booking Details

1. Click the **Print** button at the bottom of the **Booking** screen.
2. CMS generates a print preview of the **Booking Report**.
3. Click the **Print** button at the top of the page to print the PDF **Booking Report**.

BIRT Report Viewer

Showing page 1 of 1

Go to page:



Booking Report



MAWB	12300073695	Booking Status	Confirmed
Paperwork route	BRU-BCN	Delivery at Org	25-Sep-2006 17:00
Account	TST	Uplift Date at Org	
Subaccount		Latest Arrival Date	
Total Weight	250.00 kg	Total Pieces	1
Total Volume	1.50 m³	Total Positions	0
Total VolumeWeight	250.00 kg	Agent Code	N/A
Service/Commodity	GFX	Firms Code	N/A
Customs Status	C	SLAC Code	N/A
Goods Description	CONSOLIDATED		
Additional Description			
Other Service Information	N/A		
Printed by user	stefops		

(All displayed times are local to the user)

Booking Pieces									
Pieces	Length	Width	Height	Wt/Pc	Vol/Pc	Volwt/Pc	Total Wt	Total Vol	Total Volwt
1	0.00 m	0.00 m	0.00 m	250.00 kg	1.50 m³	250.00 kg	250.00 kg	1.50 m³	250.00 kg

Allocated DHL Routes					
Origin	Destination	Movement	Movement Date	STD	STA
BRU	BCN	BCS8304	26-Sep-2006	03:30	05:30

Preferred DHL Routes					
Origin	Destination	Movement	Movement Date	SAC	Allocation Reference
BRU	BCN	BCS8304	26-Sep-2006	CA	BRUBCN00000284

Booking History				
Date	Action	User	Staff	Comments

Note:

- Click the **Save** button before printing to ensure that the information to print is up-to-date.
- Dates and times on the print out are the user's local dates and times.
- Adobe Acrobat Plug-in is required to view and print the booking details.

Sending Booking Information

The **Email** button provides users with the option to mail booking details to any e-mail address, available group of recipients, or lookup and enter a DHL employee using the GEMS lookup function.

1. Click the **Email** button at the bottom of the **Booking** screen to call up the **Send Booking Information** popup dialogue box.
2. By default, **Check to make the system generate a standard subject** checkbox is flagged. Deselect the checkbox to create a personal subject.
3. Flag the **Send a copy of this e-mail to the creator of the booking (if available)** checkbox to include the creator in the mailing list of the message.
4. Enter a message if required in the Additional Information textbox, if required.

5. Edit the **Recipients** list, if required:
 - *To remove recipients:* Click the **Trash** button at the end of the row of the recipient to remove.
 - *To add a group:* Select the required group from the dropdown list, and click the **Add Group** button.
 - *To add an individual recipient:* Select the message type [E-mail (default), FTP, SITA] from the dropdown list, enter an address, and click the **Add Recipient** button.
6. Click the **Send** button to send the booking details to the selected recipients. (Click the **Cancel** button to close the dialogue box without sending mail.)

Copying a Booking

The **Copy** button provides users with the option to copy booking details from an existing booking, but without MAWB number, Hawb details, Load and Rate details.

1. Click the **Copy** button to call up the booking details of the selected booking.
2. Enter a new **MAWB number**, and edit details if required.
3. Click the **Save** button to save the new booking.

Note: identical rules concerning rate look up, the possibility to request an adhoc rate or using an active sub-account are applicable when copying a booking.

Search Route



Available to: GSA Search Capacity users

The **Search Route** screen provides users with the option to search for capacity on particular routes.

1. Click the **Booking** tab, and select **Search Route**. The **Search Route** screen is displayed. Note that the default account of the logged in user is automatically entered.

Search Route

Origin: [] Destination: [] Delivery at Org Date: 09-Jul-2010 14:35 Latest Arrival Date: 13-Jul-2010 11:59 [Search]

Account: [] SIC: [] Weight: 0 kg Volume: 0.00 m3 Goods Description: [] Max Nr of Legs: [] Include/Exclude Transit Gateways: []

Results

No results available

2. Enter the required search parameters (* = all, but only available in the *Optional textboxes*), and click the **Search** button. CMS generates the list with routes that match the search query.

From the **Results list** of the **Search Route** screen, users have the options to:

- View capacity on the movement(s) of the routes that match the search query: Hover over the **ULD load indicators** to view capacity details, or click the **ULD load indicators** to see more details about capacity.
- Call up the **New Booking** screens to book a new booking on the selected route—*Refer to the various **New Booking** screens for more information about entering booking details.*

Search Route

Origin: GSA Destination: SJO Delivery at Org Date: 18-Dec-2008 08:43 Latest Arrival Date: 21-Dec-2008 03:59 [Search]

Account: 122 SIC: 20 Weight: 0 kg Volume: 0.00 m3 Goods Description: []

Results

Routes	Accounts	Products	Goods	Free Weight	Free Volume	Capacity Units
AD58215 QUALITY Fri 03:15 19-Dec-2008	TST	- ALL -	- ALL -	3 011 kg	0 m3	[Green Circle]
0468228 WPTY-SJO Sat 04:15 20-Dec-2008	TST	- ALL -	- ALL -	3 011 kg	0 m3	[Green Circle]

Capacity Unit Details

Min	Max	Cargo	Factor
Weight:	0 kg	3 011 kg	0 kg 8 %
Volume:	0 m3	0 m3	0 m3 8 %

Click to view available capacity.

Click to call up New Booking screens to book a new booking on the movement(s) of this route.

Figure 15: Search Route Results Screen

Search Booking

1. Click the **Booking** tab, and select **Search Bookings**. The **Search Bookings** screen is displayed.
2. Enter the required search parameters (* = all), and click the **Search** button. CMS generates the list with bookings that match the search query. From the **Search Bookings Results** list, GSA customers have the options to: view, edit or cancel booking details.

Search Bookings

Status

From Date

Until Date

MAWB

Rebooked

Origin

Destination

Account

<

Figure 16: Search Booking Results Screen

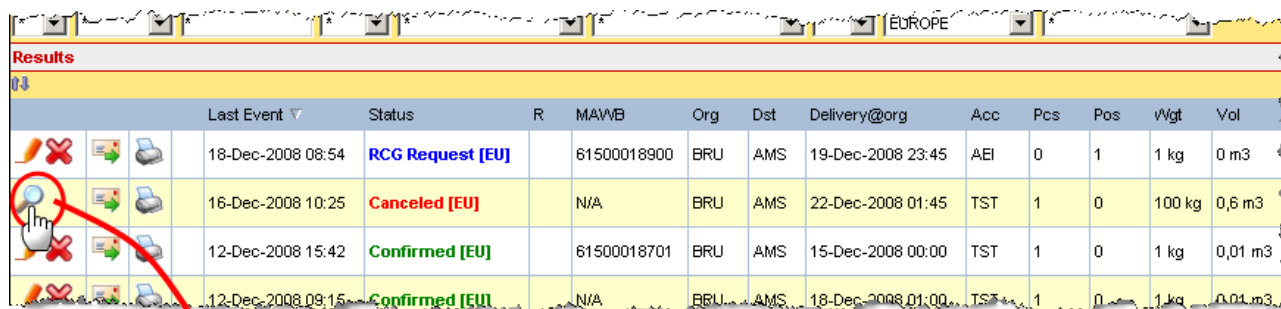
Table 2: Bookings Buttons & Icons

ICON	DESCRIPTION
	Magnifier button: Click to view booking details—Refer to Booking Menu .
	Pencil button: Click to edit a booking—Refer to Error! Not a valid result for table.
	Cancel button: Click to cancel a booking—Refer to Cancelling a Booking .
	Email button: Click to mail booking information—Refer to Sending Booking Information .
	Print label button: Click to print shipment labels —Refer to Error! Not a valid result for table.
	Print button: Click to print the Booking Report—Refer to Printing Booking Details .
	Manual Review icon: Hover over the icon to see manual review history.
	Auto-Confirm Booking icon: Hover over the icon to see confirmation history.
	Auto-Allocate icon: Hover over the icon to see auto allocate history.
Rate	LG: Logged rate in Falcon application

	RQ: Requested rate, is not yet approved AR: Approved rate, the requested rate was approved by a commercial manager
	User icon: Hover over the icon to see the name of the creator of the booking.
Entry	FFR: SITA message - AWB space allocation request message FWB: SITA message – Air Waybill data message Web: manual booking entry
	Copy button: Click to copy the details of the booking without MAWB number, to create a new booking— <i>Refer to Copying a Booking.</i>
	Print MAWB (front) button: Click to print the front pages of the MAWB. Print MAWB (back) button: Click to print the back pages of the MAWB. <i>—Refer to How to print a Mawb?</i>

How to view booking details?

To view booking details, click the **Magnifier** () button to call up the **Booking** screens. Note that the text entry fields are not editable—*Refer to the various [New Booking](#) screens for more information about entering booking details.*



Results													
	Last Event	Status	R	MAWB	Org	Dst	Delivery@org	Acc	Pcs	Pos	Wgt	Vol	
	18-Dec-2008 08:54	RCG Request [EU]		61500018900	BRU	AMS	19-Dec-2008 23:45	AEI	0	1	1 kg	0 m3	
	16-Dec-2008 10:25	Canceled [EU]		N/A	BRU	AMS	22-Dec-2008 01:45	TST	1	0	100 kg	0,6 m3	
	12-Dec-2008 15:42	Confirmed [EU]		61500018701	BRU	AMS	15-Dec-2008 00:00	TST	1	0	1 kg	0,01 m3	
	12-Dec-2008 09:15	Confirmed [EU]		N/A	BRU	AMS	18-Dec-2008 01:00	TST	1	0	1 kg	0,01 m3	

Booking: <<000001461555>> Status: <<Canceled>>

MAWB	Status	Load	Visited by	ACG	RCG	Rebooking	Delivery at Org	Total Weight	Total Volume
n/a	Canceled					No	22-Dec-2008 01:45	100 kg	0,6 m3

Basic Information  [OHL Routes](#) [HAWBs](#) [Customs Info](#) [Special Handling Codes](#) [Restricted Commodities](#) [Booking History](#) [Rate/Yield](#)

Basic Information

MAWB		S/C	ACA	Goods	AIRCRAFT SPARES
PPW Org-Dst	BRU AMS	Customs	IT	Detailed Goods Description	1.20
Account	TST	Delivery at Org (It)	22-Dec-2008 01:45	Other Service Information	
Subaccount	<none>	Uplift Date from DHL Org		Customer Ref	
CASS Code		Latest Arrival			
Shipper					
Consignee					

Booking Items

☐ Overhang

Items	Length	Width	Height	Wt	Vol	Total Volwt	Total Vol	Total Vlt	Dango	ULD Position	ULD Number
1x 	0.00 cm	0.00 cm	0.00 cm	100 kg	0,6 m3	100 kg	0,6 m3	100 kg		N/A	N/A

Add/Edit Pieces Add/Edit Positions

List Print Email Copy

How to edit a booking?

All info of a booking can still be edited as long as the booking is still in request status.

1. In the **Search Bookings Results** list, click the Pencil (✎) button of the booking to edit.
2. CMS loads the booking details of the selected booking and the text entry fields are editable.

Results

	Last Event ▾	Status	R	MAWB	Org	Dst	Delivery@org	Acc	Pcs	Pos	vWgt
	18-Dec-2008 13:36	Canceled [EU]		N/A	BRU	AMS	22-Dec-2008 01:45	TST	1	0	100 kg
	18-Dec-2008 08:54	RCG Request [EU]		61500018900	BRU	AMS	19-Dec-2008 23:45	AEI	0	1	1 kg
	12-Dec-2008 15:42	Confirmed [EU]		61500018701	BRU	AMS	15-Dec-2008 00:00	TST	1	0	1 kg

Booking: <<000001461702>> Status: <<RCG Request>>

MAWB	Status	Load	Visited by	ACG	RCG	Rebooking	Delivery at Org	Total Weight	Total Volume
61500018900	RCG Request					No	19-Dec-2008 23:45	1 kg	0 m3

Basic Information

MAWB: 61500018900 S/C: ACA/D Goods: DANGO

PPW Org-Dst: BRU AMS Customs: C Detailed Goods Description:

Account: AEI Delivery at Org (It): 19-Dec-2008 23:45 Other Service Information:

Subaccount: n/a Uplift Date from DHL Org: Latest Arrival: Customer Ref:

CASS Code: Shipper: Consignee:

Booking Items

☐ Overhang

Items	Length	vWidth	Height	vWt	Vol	Total VolWt	Total Vol	Total Vwt	Dango	ULD Position	ULD Number
1x	N/A	N/A	N/A	1 kg	0 m3	0 kg	0 m3	1 kg		Lower Deck	N/A

Add/Edit Pieces Add/Edit Positions

Save Cancel

List Print Email Copy

3. Edit the booking details as required—Refer to the various **New Booking** screens for more information about entering booking details.

Rules for editing a booking:

- All info of a booking can still be edited as long as the booking is still in request status.
- When an operational event (such as a PPW entry, check-in, on hold, volumetric entry, reload, pod or billed) has been performed, the system will not allow the user to make any changes to a booking or hawb(s), except to re-submit it. Pressing the edit button will perform a check for operational events in TGV and will change status to “operational” if operational events are found.

- When a booking is allocated or confirmed, and the user edits one or more of the following data, CMS will cancel the booking and create a new request

- PPW Org-Dst
- DHL (preferred) routing
- Uplift date
- Latest arrival date
- Delivery at Origin
- Account and/or sub account
- Goods description
- Service / Commodity code
- Special Handling Codes
- UN number, DG type and or TI
- Total / detailed pieces
- Total / detailed weight
- Total / detailed volume
- Overhang / dimensions
- Positions

In such cases, CMS shall generate a confirmation popup dialogue box:

- Enter a comment if required, and click the **OK** button. The confirmation dialogue box closes, and the search booking result list is displayed with the 'cancelled' 'original booking, and the new 'in request' booking added to the list.
- Click the **Cancel** button to close the confirmation popup dialogue box without updating the booking.

The screenshot illustrates the process of editing a booking in the CMS. It shows a table of bookings, a detailed booking form, a confirmation dialog, and the resulting booking list.

Initial Booking Table:

Last Event	Status	R	MAWB	Org	Dst	Delivery@org	Acc	Pcs	Pos
18-Dec-2008 13:54	RCG Request [EU]		61500018900	BRU	AMS	19-Dec-2008 23:45	AEI	1	1
18-Dec-2008 13:36	Canceled [EU]		N/A	BRU	AMS	22-Dec-2008 01:45	TST	1	0
12-Dec-2008 15:42	Confirmed [EU]		61500018701	BRU	AMS	15-Dec-2008 00:00	TST	1	0
12-Dec-2008 09:15	Confirmed [EU]		N/A	BRU	AMS	18-Dec-2008 01:00	TST	1	0

Booking Form (Basic Information):

- MAWB: 61500018701
- PPW Org-Dst: BRU AMS
- Account: TST
- Subaccount: n/a
- S/C: ACA
- Goods: AIRCRAFT SPARES
- Customs: C
- Detailed Goods Description: CONSOLIDATED
- Delivery at Org (It): 15-Dec-2008 00:00
- Uplift Date from DHL Org: [empty]

Confirmation Dialog:

This update requires that the existing booking is canceled and a new booking request is submitted. Proceed ?

reference : 000001461550 delivery@org : 18-Dec-2008 23:00
 MAWB : 61500018701 weight : 1 kg
 status : Confirmed volume : 0.01 m3
 route : BRU-AMS pcs/pos : 1
 account : TST S/C : ACA

Enter Comments: [Late arrival]

Buttons: Cancel, Ok

Booking Form (After Edit):

- MAWB: 61500018701
- PPW Org-Dst: BRU AMS
- Account: TST
- Subaccount: n/a
- S/C: ACA
- Goods: AIRCRAFT SPARES
- Customs: C
- Detailed Goods Description: CONSOLIDATED
- Delivery at Org (It): 19-Dec-2008 00:00
- Uplift Date from DHL Org: [empty]

Results Table:

Last Event	Status	R	MAWB	Org	Dst	Delivery@org	Acc	Pcs	Pos	Wgt	Vol
18-Dec-2008 14:05	Request [EU]		61500018701	BRU	AMS	19-Dec-2008 00:00	TST	1	0	1 kg	0.01 m3
18-Dec-2008 14:05	Canceled [EU]		61500018701	BRU	AMS	15-Dec-2008 00:00	TST	1	0	1 kg	0.01 m3

- When a booking has status RCG request (confirmed by CMS Capacity & Yield dept.), and the user wants to edit one of the following data, the system will reset the status to 'Request', and require new approval from the CMS Capacity & Yield department to return to the RCG Request status.
 - Mawb prefix and/or suffix
 - Booking pieces / weight or positions, Overhang / dimensions
 - DHL (preferred) routing
 - Delivery at origin
 - Scheduled uplift
 - Latest arrival date
 - PPW Org-Dst
 - Account an/ or sub account
 - Goods description
 - Service / Commodity code
 - UN number, DG type and or TI
 - Special Handling Codes

Note: The system will remove hawb(s) when the booking is cancelled.

After cancelling a booking, a **Resubmit** button becomes available in the Booking screen to provide users with the option to resubmit the booking.

The screenshot shows the 'Booking Items' section of a software interface. It includes a table with columns: Items, Length, Width, Height, Wt, Vol, Total Volwt, Total Vol, Total Wt, Dango, ULD Position, and ULD Number. The first row shows a booking with 99 items, 0.00 cm dimensions, 6 kg weight, and 3 m3 volume. Below the table are buttons for 'Add/Edit Pieces', 'Add/Edit Positions', 'Resubmit' (highlighted with a red box), 'List', 'Print', 'Email', and 'Copy'.

How to cancel a booking?

All info of a booking can still be edited as long as the booking is still in request status.

1. Click the **Red Cross** (✖) button in front of the booking to cancel. The **Confirm Cancel** popup dialogue box is displayed.
2. Click the **OK** button to cancel the booking and close the dialogue box. (Click the **Cancel** button to close the dialogue box without canceling the booking.)
3. After clicking the **OK** button, the **Send Booking Information** popup dialogue box is called up to provide the user with the option to send emails to users about the change of status of the booking—Refer to [Sending Booking Information](#).
4. After canceling, the booking details are updated in the **Search Booking** screen.

The screenshot shows a confirmation dialog box titled 'BOOKING 000001455724 | MAWB 61581903802'. The main question is 'Are you sure you want to CANCEL this BOOKING?'. It displays booking details: reference: 000001455724, delivery@org: 10-Nov-2008 23:00, MAWB: 61581903802, weight: 860 kg, status: Request, volume: 3 m3, route: CDG-CMN, pcs/pos: 99, account: ACF, and SIC: ACP. There is a text area for 'Enter Comments:' and 'Cancel' and 'Ok' buttons at the bottom.

	Last Event ▲	ACG	RCG	Status	R	MAWB	Org	Dst	Delivery@org
	10-Nov-2008 14:05			Canceled [EU]		61581903813	CDG	CMN	12-Nov-2008 00:00

Notes:

The system will remove hawb(s) when the booking is cancelled.

After cancelling a booking, a **Resubmit** button becomes available in the Booking screen to provide users with the option to resubmit the booking.

The screenshot shows the 'Booking Items' section with a table of booking details. Below the table are buttons for 'Add/Edit Pieces', 'Add/Edit Positions', 'Resubmit', 'List', 'Print', 'Email', and 'Copy'. The 'Resubmit' button is highlighted with a red box.

Items	Length	Width	Height	Wt	Vol	Total Volwt	Total Vol	Total Wt	Dango	ULD Position	ULD Number
99x	0.00 cm	0.00 cm	0.00 cm	6 kg	0.03 m3	500 kg	3 m3	560 kg		N/A	N/A

How to send Booking Information

The **Email** (✉) button provides users with the option to mail booking details to any e-mail address, available group of recipients, or lookup and enter a DHL employee using the GEMS lookup function.

1. Click the **Email** button in front of the booking to call up the **Send Booking Information** popup dialogue box.
2. By default, **Check to make the system generate a standard subject** checkbox is flagged. Deselect the checkbox to create a personal subject.
3. Flag the **Send a copy of this e-mail to the creator of the booking (if available)** checkbox to include the creator in the mailing list of the message.
4. Enter a message if required in the Additional Information textbox, if required.

The screenshot shows the 'Send booking information' popup. It contains booking details such as reference, MAWB, status, route, and account. Below this are checkboxes for 'Check to make the system generate a standard subject' and 'Send a copy of this e-mail to the creator of the booking (if available)'. There is a text area for 'Additional information'. Below that is a 'Recipients' list with an 'Address' field and a 'Trash' button. At the bottom are buttons for 'Add Group', 'Add Recipient', 'Cancel', and 'Send'.

5. Edit the **Recipients** list, if required:
 - *To remove recipients:* Click the **Trash** button at the end of the row of the recipient to remove.
 - *To add a group:* Select the required group from the dropdown list, and click the **Add Group** button.
 - *To add an individual recipient:* Select the message type [E-mail (default), FTP, SITA] from the dropdown list, enter an address, and click the **Add Recipient** button.
6. Click the **Send** button to send the booking details to the selected recipients. (Click the **Cancel** button to close the dialogue box without sending mail.)

How to print labels for this particular booking?

Note: The print label icon (🖨️) is only available when the booking is confirmed or operational.

1. In the **Search Bookings Results** list, click the Print label button (🖨️).

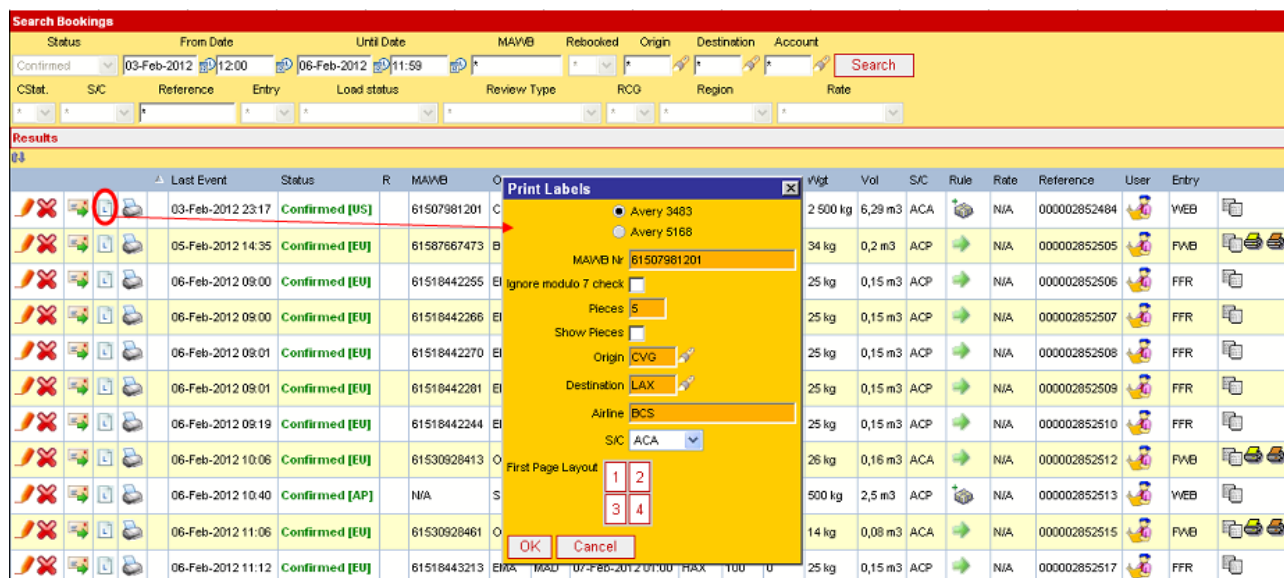


Figure 17: Print labels

2. CMS will generate a popup screen with known information of the MAWB based on the booking.
 - Select Avery label type 3483, or type 5168 in the USA where another paper size is used.
 - MAWB Nr: The MAWB number is from the respective booking.
 - Ignore modulo 7 check: Modulo 7 check verifies the IATA code, when the MAWB is non IATA, an error message will be displayed. Check if the correct MAWB is used. If the non IATA MAWB is correct, flag the option to continue printing.
 - Pieces: reflects the number of pieces of the shipment as per booking info. The user can enter a different number if required—i.e., if some labels have already been printed.
 - Show pieces: numbers the pieces individually on the labels.
 - Origin: the origin is from the respective booking.
 - Destination: the destination is from the respective booking.
 - Airline: the airline code is based upon the booking.
 - S/C: the service/commodity code is from the respective booking.

- **First Page Layout:** select how many labels are to be used for printing on the first page. This option is useful when printing labels on an incomplete labels sheet. For example, when the previously 7 labels were printed, there will be only 1 blank label left on the first page of the label sheet.

3. Click the label blocks on the **First Page Layout** print to deselect the missing blank labels.

The screenshot shows the 'Print Labels' dialog box on the left and the 'First page layout' print preview on the right.

Print Labels Dialog Box:

- Radio buttons: ☒ Avery 3483, ☐ Avery 5168
- MAWB Nr: 61507879966
- Ignore modulo 7 check: ☐
- Pieces: 3
- Show Pieces: ☒
- Origin: BRU
- Destination: AAL
- Airline: BCS
- S/C: ACA
- First Page Layout: A 2x2 grid of buttons labeled 1, 2, 3, and 4. Buttons 1, 2, and 3 are highlighted in grey, while button 4 is white.
- Buttons: OK, Cancel

First page layout Print Preview:

The preview shows a single label layout for BCS. The label contains a barcode, the MAWB number 615-07879966, the airline code AAL, the number 3, and the city code ACA. The page is labeled 'Page 1/1'.

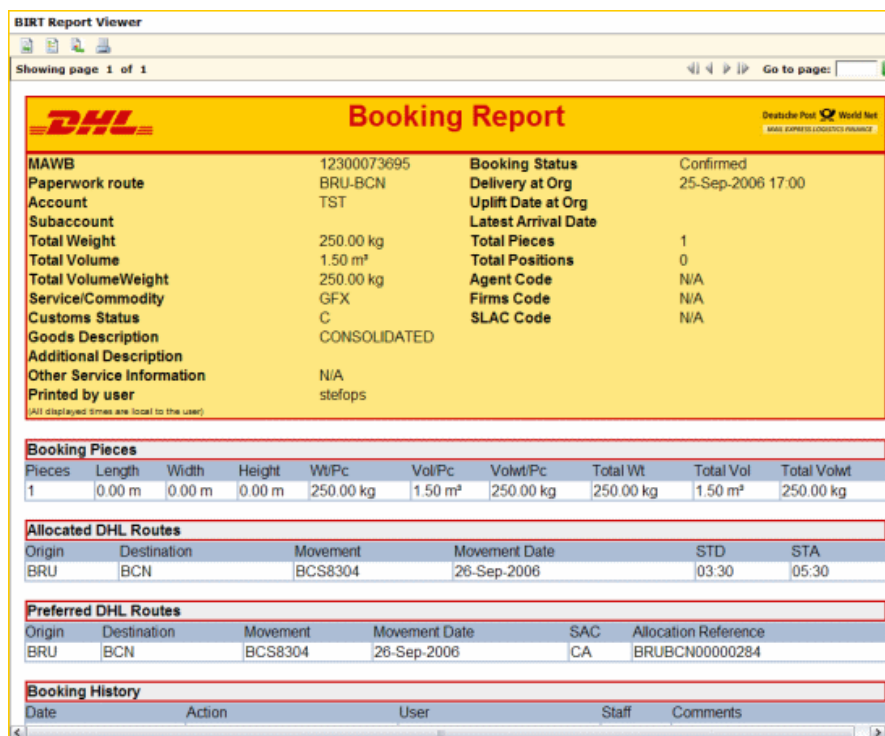
Second page layout Print Preview:

The preview shows two side-by-side label layouts for BCS. Each label contains a barcode, the MAWB number 615-07879966, the airline code AAL, the number 3, and the city code ACA. The pages are labeled 'Page 2/2'.

4. Click the **OK** button to print.

How can I print Booking Details?

1. Click the **Print** () button in front of the booking.
2. CMS generates a print preview of the **Booking Report**.
3. Click the **Print** button at the top of the page to print the PDF **Booking Report**.



BIRT Report Viewer
Showing page 1 of 1

DHL Booking Report

MAWB	12300073695	Booking Status	Confirmed
Paperwork route	BRU-BCN	Delivery at Org	25-Sep-2006 17:00
Account	TST	Uplift Date at Org	
Subaccount		Latest Arrival Date	
Total Weight	250.00 kg	Total Pieces	1
Total Volume	1.50 m³	Total Positions	0
Total VolumeWeight	250.00 kg	Agent Code	N/A
Service/Commodity	GFX	Firms Code	N/A
Customs Status	C	SLAC Code	N/A
Goods Description	CONSOLIDATED		
Additional Description			
Other Service Information	N/A		
Printed by user	stefops		

(All displayed times are local to the user)

Pieces	Length	Width	Height	Wt/Pc	Vol/Pc	Volwt/Pc	Total Wt	Total Vol	Total Volwt
1	0.00 m	0.00 m	0.00 m	250.00 kg	1.50 m³	250.00 kg	250.00 kg	1.50 m³	250.00 kg

Origin	Destination	Movement	Movement Date	STD	STA
BRU	BCN	BCS8304	26-Sep-2006	03:30	05:30

Origin	Destination	Movement	Movement Date	SAC	Allocation Reference
BRU	BCN	BCS8304	26-Sep-2006	CA	BRUBCN00000284

Date	Action	User	Staff	Comments
------	--------	------	-------	----------

Note:

- Click the **Save** button before printing to ensure that the information to print is up-to-date.
- Dates and times on the print out are the user's local dates and times.
- Adobe Acrobat Plug-in is required to view and print the booking details.

How can I copy a Booking

The **Copy** () button provides users with the option to copy booking details from an existing booking, but without MAWB number.

1. Click the **Copy** button to call up the booking details of the selected booking.
2. Enter a new **MAWB number**, and edit details if required.
3. Click the **Save** button to save the new booking.

Note: identical rules concerning rate look up, the possibility to request an adhoc rate or using an active sub-account are applicable when copying a booking.

How to print a Mawb?

The printing MAWBs facility provides users with the option to print paper copies of MAWBs of confirmed bookings for all concerned users (shipper, agent, issuing carrier, consignee, etc.), provided shipper and consignee details are entered in the booking.

1. Click the **Print MAWB (front)** button () to print all the front pages with the shipment data of the MAWB.
2. Click the **Print MAWB (back)** button () to print all the back pages with the regulatory data of the MAWB.
3. The PDF version of the MAWB opens in a new window. Use the **Print** utility of your PDF application to print the MAWB.

Search Bookings

Status

From Date

Until Date

MAWB

Rebooked

Origin

Destination

Account

Confirmed

16-Dec-2008

00:00

20-Dec-2008

23:59

*

*

*

*

Search

CStat

SJC

Reference

Entry

Load status

Review Type

RCG

Region

Rate

*

*

*

*

*

*

EUROPE

*

Results

	Last Event	Status	R	MAWB	Org	Dst	Delivery@org	Acc	Pcs	Pos	Wgt	Vol	SJC	Rule	Rate	Reference	User	Entry
	08-Dec-2008 13:48	Confirmed [EU]		61500018152	BRU	AMS	17-Dec-2008 02:15	TST	1	0	1 kg	0,01 m3	ACA		RQ	000001461502		WEB
	08-Dec-2008 13:52	Confirmed [EU]		61500018163	BRU	AMS	17-Dec-2008 02:15	TST	1	0	1 kg	0,01 m3	ACA		RQ	000001461504		WEB
	10-Dec-2008 10:46	Confirmed [EU]		61500178533	VIE	SVQ	17-Dec-2008 10:24	AEI	4	0	74 kg	0,89 m3	ACP		N/A	000001461527		WEB
	12-Dec-2008 09:15	Confirmed [EU]		N/A	BRU	AMS	18-Dec-2008 01:00	TST	1	0	1 kg	0,01 m3	ACA		N/A	000001461558		WEB

615 | VIE | 00178533

615- 00178533

Shipper's Name and Address DHL GLOBAL FORWARDING OBJEKT 262 VIENNA AIRPORT 1300 AT		Shipper's Account Number 61500178533		Not Negotiable Air Waybill Issued by  61500178533 MEMBER OF IATA	
Consignee's Name and Address DHL LOGISTICS SPAIN SL TERMINAL DE CARGA AEROPUERTO DE SAN PABLO SEV41020 ES		Consignee's Account Number 61500178533		It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER. AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying supplemental charge, if required.	
Issuing Carrier's Agent Name and City VIENNA		Accounting Information ACCOUNT CODE : AEI SERVICE & COMMODITY CODE : ACP			
Agent's IATA Code SVO		Account No. 00178533		Airport of Departure (Addr. of First Carrier) and requested Routing VIENNA	
Routing and Destination By First Carrier to SVQ		Flight Date For Carrier use only Flight Date		Currency/Chgs Code WT VAL Other Declassified value for Carriage Declassified value for Customs NVD NVC	
Airport of Destination SEVILLA		Flight Date For Carrier use only Flight Date		Amount of Insurance INSURANCE - If carrier offers insurance and such insurance is requested in accordance with the conditions on reverse hereof indicate amount to be insured in figure box marked Amount of Insurance	
Handling Information					

Allocations Menu



Available to: GSA View Allocations users.

Search Allocations

The **Search Allocations** screen provides users with the option to search for available allocations on movements and only for accounts linked to the login of the user.

1. Click the **Allocations** tab, and select **Search Allocations**. The **Search Allocations** screen is displayed.

Search Allocations

Movement	From Date	Until Date	Origin	Destination	Account	S/C	Goods	Region	
	16-Dec-2008	02-Jan-2009	*	*	*	*	*	EUROPE	Search

Results

No results available

2. Enter the required parameters, and click the **Search** button. CMS generates the list with allocations that match the search query.
3. Hover over a ULD(📦) icon to view capacity details, if required.

Search Allocations

Movement	From Date	Until Date	Origin	Destination	Account	S/C	Goods	Region	
	16-Dec-2008	02-Jan-2009	BRU	BOY	*	*	*	EUROPE	Search

Results

Reference	Allocation	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Routes	Accounts	Products	Goods	Remarks	Exploded Until
BRU-BOY 13-Nov-2008 23-Dec-2008 BCS0963 75F		Max Vt: 0 kg Max Vol: 0 m3	Max Vt: 6 444 kg Max Vol: 18 m3	Max Vt: 4 444 kg Max Vol: 18 m3	Max Vt: 18 144 kg Max Vol: 72 m3	Max Vt: 0 kg Max Vol: 0 m3	Max Vt: 0 kg Max Vol: 0 m3	Max Vt: 0 kg Max Vol: 0 m3	<unrestricted>	-01 -02	ACP/B ACP/D ACP/L ACP/M ACP/N ACP/P GPH	AIRCRAFT SPARES AUTO PARTS	n/a	23-Dec-2008
BRU-BOY 13-Nov-2008 26-Mar-2009 BCS0963 75F		Max Vt: 0 kg Max Vol: 0 m3	Max Vt: 4 444 kg Max Vol: 18 m3	Max Vt: 2 040 kg Max Vol: 9 m3	Max Vt: 2 086 kg Max Vol: 10 m3	Max Vt: 0 kg Max Vol: 0 m3	Max Vt: 0 kg Max Vol: 0 m3	Max Vt: 0 kg Max Vol: 0 m3	BRU to NOT(ABJ)	U18 U19 U20 U21 U22 U23 XKU	ACA ACP ACP/M ACP/N	CONSOLIDATED	n/a	24-Dec-2008
BRU-BOY 13-Nov-2008 26-Mar-2009 BCS0963 75F		Max Vt: 0 kg Max Vol: 0 m3	Max Vt: 3 222 kg Max Vol: 9 m3	Max Vt: 4 444 kg Max Vol: 18 m3	Max Vt: 4 536 kg Max Vol: 18 m3	Max Vt: 0 kg Max Vol: 0 m3	Max Vt: 0 kg Max Vol: 0 m3	Max Vt: 0 kg Max Vol: 0 m3	<unrestricted>	-01 -02	ACA ACA/CP ACA/M ACP ACP/B ACP/D ACP/L	AIRCRAFT SPARES AUTO PARTS	n/a	24-Dec-2008

Figure 18: Search Allocation Results Screen

Search Movements

The **Search Movements** screen provides users with the option to search for movements.

1. Click the **Allocations** tab, and select **Search Movements**. The **Search Movements** screen with the search parameters text fields and **Search** button is displayed.

2. Enter the required search parameters, and click the **Search** button. The movements that match the search query are displayed in a **Search Movements Results** list.

Search Movements

Movement	From Date	Until Date	Origin	Destination	Account	
*	10-Dec-2008 12:00	27-Dec-2008 11:59	BRU	*	Z01	Search
Goods Description						
Region						
<all> *						

Results

Mvt	Capacity										
K40208 DH BRU-JFK Sat 11:00 20-Dec-2008	Reference BRUJFK00002081	Routes - ALL -	Accounts Z01	Products - ALL -	Goods - ALL -	Positions/Loose   	Max Weight 8 732 kg	Load 0 kg	Max Volume 39 m3	Load 0 m3	
K40208 DH BRU-JFK Mon 11:00 22-Dec-2008	Reference BRUJFK00002081	Routes - ALL -	Accounts Z01	Products - ALL -	Goods - ALL -	Positions/Loose   	Max Weight 8 732 kg	Load 0 kg	Max Volume 39 m3	Load 0 m3	
K40208 DH BRU-JFK Thu 11:00 25-Dec-2008	Reference BRUJFK00002081	Routes - ALL -	Accounts Z01	Products - ALL -	Goods - ALL -	Positions/Loose   	Max Weight 8 732 kg	Load 0 kg	Max Volume 39 m3	Load 0 m3	

Figure 19: Search Movements Results Screen

3. To view ULD capacity details:
 - Hover over the ULD icons to view a summary of ULD capacity details.

Products	Goods	Positions/Loose	Max Weight	Load
- ALL -	- ALL -	8 732 kg	0 kg	

- Click on the ULD icons to view more detailed information about ULD capacity.

Products	Goods	Positions/Loose	Max Weight
- ALL -	- ALL -	8 732 kg	

Capacity Unit Details			
	Min	Max Cargo	Factor
Weight:	0 kg	4 650 kg	0 %
Volume:	0 m3	7 m3	0 %

Glossary

Service Codes

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
ACA	Air Cargo Advantage	ACP	Air Cargo Priority	CHA	Chartered
ACE	Air Cargo Economic	BSA	Block Space Agreement	GFH	TPH only, not on DHL

Commodity Codes

CODE	DESCRIPTION	CODE	DESCRIPTION
	No commodity (general cargo)	L	Live animals
A	Automotive (auto parts)	L1	Live animals (1 horse)
AU	Automotives	L2	Live animals (2 horses)
B	Human remains (body)	L3	Live animals (3 horses)
CH	Chickens	L4	Live animals (4 horses/4 pos)
CM	Computer micro chips priority connection	L5	Live animals (5 horses/5 pos)
CP	Computer chips	LA	Live animals
D	Dangerous goods	LB	Lithium Batteries section II
DA	Domestic animals	M	Magazines
DC	Dry cargo	MC	Miscellaneous 2
DG	Dangerous goods	MM	Mail
DT	DGR cargo transferred to us, in transit with a special rate	MS	Miscellaneous
FL	Flowers	N	Newspapers
FS	Sea Products II	P	Perishable
FT	Sea Products I	PE	Perishables
GC	General cargo (also valid for regular general public rates)	PH	Pharmaceuticals
GX	General express cargo (also valid for regular public rates)	RE	Reptiles
HE	Hatching eggs	VE	Vegetables
HR	Human remains	VU	Vulnerable cargo
		W	Intra West Africa Traders
		WE	Weapons, guns

Commodity pop up messages

Dango procedure for commodities: B – HR

DANGO Procedure for Product Code B (human remains) and V (high values)

a. pls contact the Restricted Commodities Group by tel 3227117654, fax 3227117010 or mail rcgalert@dhl.com

b. dimension description is mandatory for booking

close

Dango procedure for Dangerous goods commodities: D – DG – DT – LB – WE

DANGO Procedure for product code D

a. if the product is of Class 1 and the UN number appears in following list :
1204 1310 1320 1321 1322 1336 1337 1344 1347 1348 1349 1354 1355 1356 1357 1517 1571 2059 2555 2556 2557 2852 2907 3064 3317 3319 3343 3344 3357 3268
* be aware that the process can take some time as governmental approval could be required
* shipper's declaration and airwaybill must be faxed to the Restricted Commodities Group on fax 3227117010
* for more details, pls contact the Restricted Commodities Group by tel 3227117654, fax 3227117010 or mail rcgalert@dhl.com

b. if the product is of Class 7 and the UN number appears in following list :
* for new radioactive traffic prior approval from the Restricted commodities group will be required minimum 24-72 hours in advance
* for radioactive shipments with an exceptionally high total transport index, e.g. more than 100 for the same destination, prior approval from the Restricted Commodities Group. will be required minimum 48 hours in advance
* for more details, pls contact the Restricted Commodities Group by tel 3227117654, fax 3227117010 or mail rcgalert@dhl.com

c. if origin or destination is in US or rest of America :
* pls contact the Restricted Commodities Group by tel 3227117654, fax 3227117010 or mail rcgalert@dhl.com

d. For all in- and ex-ports to/through and from Latin America the special provisions A2 & A109 from the IATA regulations do not apply. These shipments can not be accepted on the LATAM network.

close

Dango procedure for Live animals commodities: DA – CH - L – L1 – L2 – L3 – L4 – L5 – LA



Dango procedure for Perishables commodities: FL – FS - FT – HE – P – PE – PH – RE – VE

